

## U.S. DEPARTMENT OF ENERGY

### **BILLING INSTRUCTIONS -- COST REIMBURSEMENT TYPE CONTRACT**

1. **Introduction.** These instructions are provided for use by Contractors in the preparation and submission of vouchers requesting reimbursement for work performed under cost-reimbursement type contracts. Compliance with these instructions will reduce correspondence and other causes for delay to a minimum and will thus promote prompt payments to the Contractor. **IMPORTANT NOTE: PAYMENTS WILL ONLY BE PROCESSED BASED ON SUBMISSION OF AN ORIGINAL PUBLIC VOUCHER. FOLLOW-UP VOUCHERS, IF NECESSARY, SHALL BE CLEARLY MARKED TO INDICATE THAT THEY ARE SECOND OR THIRD BILLING REQUESTS.**
2. **Voucher Form.** In requesting reimbursement, Contractors shall use Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal (see Exhibit A), and its continuation sheet, SF 1035, supported by a Statement of Cost (see Exhibit B). An acceptable substitute (which provides the same necessary information as found in Exhibits A and B of these instructions) may be used provided the written consent of the Contracting Officer is first obtained.
3. **Preparation**
  - a. Standard Form 1034 shall be completed in accordance with the following instruction notations (see counterpart notations on Exhibit A):
    - (1) Leave Blank.
    - (2) Enter voucher number (number consecutively, commencing with "1")
    - (3) Enter date voucher was prepared
    - (4) Enter contract number and date of contract award.
    - (5) Enter Contractor's name, mailing address, and telephone number of office to which payment is to be sent. This must be the same as stipulated in the contract.
    - (6) If a task order or project agreement is involved in the billing, enter the number and date thereof; otherwise leave blank.
    - (7) Identify billing period covered (e.g. "Jan. 20 \_\_\_\_" or "Jan.-Mar 20 \_\_\_\_").
    - (8) Enter dollar amount being billed during period specified in item (7) above.
  - b. The Statement of Cost shall be completed substantially as shown in Exhibit B, making due allowance for the Contractor's cost accounting system. Costs claimed shall be only those recorded costs authorized for billing by the payment provisions of the contract. Indirect costs claimed shall reflect actual experience, but in no event shall exceed those approved for billing purposes by the Contracting Officer. Additional supporting data for claimed costs shall be provided in such form and reasonable detail as an authorized representative of the Contracting Officer may require. For "Capital Equipment" and "Other Nonexpendable Equipment" supporting schedules shall be provided, including all information required by; DEAR 945.5 (see publication DOE/MA-0189, Management of Government Property in the possession of Contractors) so that prior approval of purchases may be verified, and schedules of Government property under the contract may be revised as required.

If contractual effort is performed under Orders issued under the contract (i.e., Task Order, Work Orders, etc.) a separate Statement of Costs shall be completed for each order under which reimbursement is being requested. In addition, a "Consolidated Statement of Cost" identified accordingly, substantially as shown in Exhibit B, shall be submitted which reflects the total of all Task/Work Orders included in the billing. Statements of Costs for each Task/Work Order shall be substantially as shown in Exhibit B modified as follows:

- (1) Change title to:

STATEMENT OF COST--TASK/WORK ORDER NO. \_\_\_\_\_

- (2) Change "Contract Amount (face value)" to "Task/Work Order Amount (face value)."

- (3) Under "Amount Authorized for Expenditures (obligated)":

(a) Change "Basic Contract" to "Basic Task/Work Order."

(b) Change "Contract to Date" to "Task/Work Order to Date."

- (4) Delete CERTIFICATION.

- (5) Add an attachment which gives the following breakdown for each direct labor category used under the Task/Work Order:

<u>Direct Labor</u> <u>Category</u>	<u>Claimed for this</u> <u>Billing Period</u>		<u>Total</u>	<u>Cumulative Claimed Through</u> <u>This Billing Period</u>	
	<u>Hrs.</u>	<u>Rate</u>		<u>Hrs.</u>	<u>Total</u>

- c. Level-of-Effort Contracts. For level-of-effort type contracts, contractor shall include a formula/explanation showing how the fee payment requested was determined (e.g., total hours delivered/provided divided by total hours to be delivered times total contract fee less any previous fee payment).
- d. All Other Cost-Reimbursement Type Contracts. For all other cost-reimbursement type contracts, contractor shall state the percentage of completion, show the basis of rationale used in arriving at that percentage of completion, and show the calculation used in arriving at the requested fee payment.

4. Billing Period. Vouchers shall be submitted in accordance with the Section I clause entitled "Allowable Cost and Payment".

#### 5 Submission.

(a) The Contractor is encouraged to submit, in accordance with the Payments provisions of this contract, an electronic invoice using the Vendor Inquiry Payment Electronic Reporting System (VIPERS) system at <http://finweb.oro.doe.gov/vipers.htm>. The benefits of using the electronic invoicing function within VIPERS include increased accuracy and response time, thus resulting in more expeditious payment of invoices. Detailed instructions on how to enroll and use the system are provided on the web page.

However, paper submissions can still be accommodated. The Contractor shall submit the original of any paper invoice(s) in accordance with the Payments provision of this contract to:

**U.S. Department of Energy  
Oak Ridge Operations Office  
Oak Ridge Financial Service Center  
P.O. Box 4937,  
Oak Ridge, TN 37831**

A paper voucher is not considered to be received by DOE until the original is received at the above address. An additional paper copy of the voucher is to be provided to the Contracting Officer's Representative specified in the Section G clause entitled "DOE Contracting Officer's Representative (COR) Address."

- (b) The contractor should contact the cognizant contract administration office if assistance is needed for voucher submission.
- (c) The certification of the Statement of Cost (or Consolidated Statement of Cost if Task/Work Orders are involved) attached to the original voucher must be signed by a responsible official of the Contractor.
- (d) The certification of the Statement of Cost (or Consolidated Statement of Cost) should include the name and telephone number of the Contractor's contract for resolution of questions.
- (e) To be considered a proper invoice, the invoice (or voucher) must include the following:
  - name of the business concern and invoice date
  - contract number, or other authorization for delivery of property of services

**6 Final Voucher.**

Upon completion, termination, or expiration of the contract, the contractor shall submit a final voucher clearly marked "FINAL". The final voucher shall contain the following data:

- a. All data required in Items 2 through 4 above, and;
- b. An itemized accounting of total contract by cost element and by Contractor's fiscal year. Cost elements must include:
  - (1) direct labor hours and costs.
  - (2) indirect rates (most current provisional or final) and costs.
  - (3) other direct costs.
  - (4) fee with calculations, if applicable.